

## VMR-VRO GUIDELINES HOW A LOCATION IS USED

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Checklist Reference – Main Location and Address Checklist; Locations Specific to a Business Unit Checklist

Locations are used for:

- ✓ Attaching addresses for remitting payments;
- ✓ Storing bank account information for direct deposit payments;
- ✓ 1099 reporting information, including taxpayer ID numbers and withholding classes; and
- ✓ For the documentation of additions, changes, updates to a vendor's record by using the 'Comments' field.

Multiple locations are often set up for vendors because they need to receive payments or report payments to the IRS in various ways. The Location Name and Description fields are very important for users in voucher and purchase orders so they find the correct location for their needs. The following are some common locations set up for specific uses.

1. MAIN – This is the first location that should be set up and used as the default. See the guideline entitled “Main Location and Address Guideline.”
2. REMIT – Contains the address to which the check is to be sent, if different from the MAIN location.
3. ACH information - different locations may have different ACH information. See guideline “ACH (Direct Deposit) Changes and Information” for more details
4. 1099 reporting information follows the location, not the address. Some locations may be reportable while others are not. Examples:
  - a. 1099G – NON REPORTABLE – These are for agriculture payments made by commodity groups that are reportable on 1099-G forms. The payments are made through PeopleSoft, but the commodity groups issue their own 1099-G forms. Since PeopleSoft 8.4 only handles 1099-MISC reporting, payments on this location must be kept separate.
  - b. 1099S – NON REPORTABLE – These are land payments made by the Department of Transportation and Game and Fish. The payments are made through PeopleSoft, but the 1099-S reporting is done by the agency issuing the payments. Like the 1099G location, payments made on 1099S locations must be kept separate.
  - c. Some vendors sell goods in addition to providing services. When such a vendor receives a high volume of payments by state agencies or Higher Ed, there will be separate locations set up for 1099 reporting (services)

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and non 1099 reporting (goods purchased). Withholding information is only entered on the 1099 REPORTABLE location, so when users select the correct location in a voucher, 1099 reporting should be correct.

5. Interfaces – the State has eight and higher ed has one interface. The locations that identify the interfaces are:

- State:
  - BID/BIDS – State Procurement Office
  - PLI – Dept of Game & Fish
  - CARS – Dept of Transportation
  - DHSCONT00\_ – Dept of Human Services
  - DHSCORERIMB – Dept of Human Services
  - DPIFA – Foundation Aid- Dept of Public Instruction
  - FOOD – Dept of Public Instruction
  - The Dept of Human Services also has an interface for their Vocation Rehabilitation division those locations are usually six digit numbers and the description reads: “VR USE ONLY”.
- Higher Ed
  - FOODPRO

Please do not make any changes to state interface locations or the address tied to these locations. Any changes made to the above mentioned locations could disrupt an interface and cause the entire payment process to fail. Any needed changes are to be forwarded to the Vendor Registry Office for review and implementation. The information can be sent either by fax (701-328-0108) or email: [spovendor@nd.gov](mailto:spovendor@nd.gov).

6. Locations for Specific Business Units - Locations are also used by state agencies for specific requests, such as the examples below:

- a. CBDG – COMMERCE USE ONLY – Specific non-interest bearing direct deposit accounts for the Dept of Commerce. DO NOT USE OR CHANGE THE ACH ON THESE LOCATIONS.
- b. GRANTS - payments made by different agencies for specific types of grant payments as labeled in description.
- c. SERVICE000 – payments made by the Health Dept to fire departments, rescue units, and ambulances.

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- d. PREMIUMS – payments made by the Insurance Dept to fire departments for insurance refunds.

**Again, please do not make changes these locations or the addresses tied to them. Any changes made to the above mentioned locations could cause payment problems. Any needed changes are to be forwarded to the Vendor Registry Office for review and implementation. The information can be sent either by fax (701-328-0108) or email: [spovendor@nd.gov](mailto:spovendor@nd.gov).**

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*